

Set up Notifications

Expand Profile menu and select Notifications

The screenshot displays the 'Access Online' user interface. At the top left, the text 'Access Online' is visible. Below it is a navigation bar with links for 'Dashboard', 'Accounts', 'Transactions', 'Orders', 'Virtual payments', 'Reporting', and 'Program'. On the right side of the top bar, there are links for 'Need help?', 'Profile', and 'Log out'. The 'Profile' menu is expanded, showing a list of options: 'User settings', 'Account', 'Notifications', 'Account alerts', 'Email notifications', and 'Event-driven notifications'. The 'Notifications' option is highlighted in blue, and the 'Email notifications' option is highlighted with a yellow border. A blue arrow points from the text 'Expand Profile menu and select Notifications' to the 'Email notifications' option. At the bottom left, a dark grey banner contains the text 'Welcome to Access Online chhome01 Blatest'.



Cardholder notifications for Transaction Management

My Personal Information Email Notification

User ID: CH1BASIC

To receive an email notification, select the specific process and corresponding scenarios, timing or accounts.

* = required

Email Address: *

MAE.DOWD@ABC000.COM

Dispute Status Email Notification

Send notification when the status of my dispute changes.

Password Expiration Email Notification

Send notification 10 days and 3 days prior to password expiration.

Pending Cardholder's Transaction Approval

Daily

Weekly:

Rejected Transaction Email Notification ⓘ

Send rejected transaction notifications.

Save

Notes on Notifications:

- Verify your email address!
- **Although all are optional, we recommend the notifications shown here**
- Be sure to click *Save* when your selections are complete

Account Alerts



The screenshot shows the top navigation bar of the 'Access Online' system. On the left, there is a 'Welcome to Access Online chhome01 Blatest' message. The main navigation menu includes 'Dashboard', 'Accounts', 'Transactions', 'Orders', 'Virtual payments', 'Reporting', and 'Program'. On the right, there are links for 'Need help?', 'Profile', and 'Log out'. A dropdown menu is open under 'Profile', showing 'User settings', 'Account', and 'Notifications'. The 'Notifications' menu item is highlighted in blue, and its sub-menu is open, showing 'Account alerts', 'Email notifications', and 'Event-driven notifications'. The 'Account alerts' link is highlighted with a yellow border.

Account Alerts link displays for
users with a card account
assignment on their user profile
(typically cardholders).



Verify contact info

Account Alerts

Alert Destination for All Accounts

Email Address is required for email alerts. Mobile number is required for text alerts. When you provide a mobile number, we'll send you a text message that needs to be confirmed within 72 hours. Fraud text alerts are sent as triggered, Event and Purchase alerts are sent between 8 a.m. and 9 p.m. CT.

Email Address

Mobile Number (U.S. and Canada only)

To find out if your carrier is supported, [Contact Us](#).

Check your email and mobile number for accuracy.

If you select to receive text alerts, you must review and agree to the terms and conditions before you can submit your Account Alert preferences.

Select account and alert types

Account

PURCHASING EAST - **7603 (Pre-Auth Purchasing)

Alert Types

Fraud Alerts

Event Alerts

Purchase Alerts

Enrolling into an alert prevents others from enrolling into same alert for this account.

Alert Type

Email

Text

Suspicious activity is detected on enrolled accounts

By providing your mobile phone number, you expressly consent to receiving text messages. Canadian phone numbers will automatically receive a monthly regulatory message via SMS text if they are enrolled into any text alerts. Message and data rates may apply and you are responsible for any such charges. Please review our [Privacy Policy](#).

You must view and agree to the [Terms and Conditions](#) to submit alerts.

I have read and agree to the Terms and Conditions agreement.

Cancel

Submit

Account Alerts notes:

- If you have more than one account, select it from the dropdown before selecting alerts
- Select alerts from all three tabs; we recommend *Fraud Alerts* for all
- View and agree to the *Terms and Conditions* before you submit.
- For more, attend this class: *Access Online Alerts and Notifications*